

Pay Code	Short Description
FFSL	Sick Leave - General Family Care/Bereavement/Funeral Leave - Used

A full time employee is entitled to use up to 104 hours (13 days) of sick leave each leave year to: (hours are prorated for part time employees)

- provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
- attend to a family member receiving medical, dental, or optical examination or treatment;
- provide care for a family member who would, as determined by the health authorities having jurisdiction or a health care provider, jeopardize the health of others by that family member's presence in the community because of exposure to a communicable disease; or
- make arrangements necessitated by the death of a family member or attend the funeral of a family member.

For additional information, refer to the OPM [Fact Sheet: Sick Leave for Family Care or Bereavement Purposes](#).

Pay Code	Short Description
SLTF	Sick Leave - Serious/Traumatic Family Illness

A full time employee is entitled to a total of 12 weeks (480 hours) of sick leave each leave year to care for a family member with a serious health condition, which includes 13 days (104 hours) of sick leave for general family care or bereavement purposes. If the employee previously has used any portion of the 13 days of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 13 days in the same leave year for general family care purposes. An employee is entitled to no more than a combined total of 12 weeks of sick leave each leave year for all family care purposes. (Hours are prorated for part time employees)

The term "serious health condition" has the same meaning as used in OPM's regulations for administering the Family and Medical Leave Act of 1993 (FMLA). That definition includes such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy,

and childbirth. For additional information, refer to the OPM [Fact Sheet: Sick Leave to Care for a Family Member with a Serious Health Condition](#).

Pay Code	FMLA Medical - Short Description
FMAL	Family Medical Leave Act (FMLA) - Annual Leave - Self
FMLLW	Family Medical Leave Act (FMLA) - Leave Without Pay (LWOP) - Self, Unpaid
FMSF	Family Medical Leave Act (FMLA) - Sick Leave Family Serious/Traumatic Illness - Used
FMSS	Family Medical Leave Act (FMLA) - Sick Leave - Self
ABRL	Family Medical Leave Act (FMLA) - Restored Annual Leave - Adopt/Birth - Used
RLTF	Family Medical Leave Act (FMLA) - Restored Annual Leave - Family Serious/Traumatic - Used
RLSS	Family Medical Leave Act (FMLA) - Restored Annual Leave - Serious Self - Used
ABLWP	Family Medical Leave Act (FMLA) - Leave Without Pay (LWOP) - Adopt/Birth - Used
LWPTF	Family Medical Leave Act (FMLA) - Leave Without Pay (LWOP) - Family Serious/Traumatic - Used
ABAL	Family Medical Leave Act (FMLA) - Annual Leave - Adopt/Birth - Used
ALTF	Family Medical Leave Act (FMLA) - Annual Leave - Family Serious/Traumatic - Used
ABSL	Family Medical Leave Act (FMLA) - Sick Leave - Adopt/Birth - Used

Under the Family and Medical Leave Act of 1993 (FMLA), most full time Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition;
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions; or
- any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. The amount of sick leave that may be used to care for a family member is limited. For additional information, refer to the OPM [Fact Sheet: Family and Medical leave](#).

Pay Code	FMLA Military
FMAE	Family Medical Leave Act (FMLA) - Annual Leave for FMLA Military Hours - Used
FMAC	Family Medical Leave Act (FMLA) - Annual Leave Military Member Injury
FMRE	Family Medical Leave Act (FMLA) - Restored Annual Leave for FMLA Military Hours - Used
FMRC	Family Medical Leave Act (FMLA) - Restored Annual Leave Military Member Injury
FMDE	Family Medical Leave Act (FMLA) - Donated Leave Military Preparation Exigency
FMLE	Family Medical Leave Act (FMLA) - Leave Without Pay (LWOP) Military Hours - Unpaid
FMLC	Family Medical Leave Act (FMLA) - Leave Without Pay Military Member Injury, Unpaid
FMSE	Family Medical Leave Act (FMLA) - Sick Leave Military Post Deployment - Use
FMSC	Family Medical Leave Act (FMLA) - Sick Leave Military Member Injury

The Military Family Leave provisions, first added to the FMLA in 2008, afford FMLA protections specific to the needs of military families.

QUALIFYING EXIGENCY LEAVE

When a family member is deployed to a foreign country with the Armed Forces

MILITARY CAREGIVER LEAVE

When faced with caring for an injured or seriously ill service member or veteran

For additional information, refer to Department of Labor [Employee's Guide to Military Family Leave under Family and Medical Leave Act.](#)

Timecard pay code change when the max is met.

Leave Type	WebTADS Pay code		FPPS Pay code	
	From	To	From	To
Friendly Family Sick Leave - General family care (104 hr)	FFSL	AL	03P	020
Sick Leave - Serious Traumatic Family (480 hr)	SLTF	AL	03T	020
Family Medical Leave Act - Annual Leave self	FMAL	AL	AFS	020
Family Medical Leave Act - Sick Leave Family traumatic	FMSF	AL	SFF	020
Family Medical Leave Act - Sick Leave self	FMSS	SL	SFS	030
Family Medical Leave Act - Leave without pay	FMLLW	LWOP	10S	101